



Michael R. Pence, Governor
State of Indiana

Indiana Bureau of Developmental Disabilities Services

BDDS Procedure

Procedure: High Cost Allocations

EXECUTIVE POLICY #: 2015-003-DDRS

Effective Date: **April 1, 2015**

Revision History

Policy Reference:

Purpose:

The purpose of this procedure is to describe the process for the annual review of the budget allocations of individuals who have High Cost Allocations.

Areas of Responsibility (SCOPE):

Personal Allocation Review Unit

The Personal Allocation Review Unit (PAR) unit is responsible for automatically notifying the waiver case manager of individuals who have been previously classified as having a High Cost Allocation of the budget allocation for the upcoming plan year.

Bureau of Developmental Disabilities Services

The Bureau of Developmental Disabilities Services (BDDS) is responsible for:

1. Sending the waiver case manager a notification to submit a Budget Review Questionnaire (BRQ) with supporting documentation 90 days before the new budget year; and
 - a. If the waiver case manager does not submit the BRQ before the new budget year, the Objective Based Allocation (OBA) will be based on the standard allocation for that individual. Each OBA will prompt the waiver case manager to complete a new Cost Comparison Budget (CCB) that then generates a Notice of Action (NOA) that contains appeal rights; or
 - b. If the waiver case manager submits the BRQ, following the procedures outlined in the BRQ Procedure (Policy Number 002), starting at Step 3.

Waiver Case Manager

The waiver case manager is responsible for submitting a BRQ within 90 days of the new budget year for an individual or anytime throughout the budget year; if the IST determines a review of the Algo is needed or the current budget does not support the needs of the individual.

Procedure:

1. The PAR unit shall automatically notify the case manager the budget allocations of individuals who have High Cost Allocations annually.
2. BDDS shall send the waiver case manager a notification to submit a High Cost BRQ and supporting documentation 90 days before the start of an individual's new budget year if the Individualized Support Team (IST) determines the individual requires a budget above the standard OBA.
3. If the waiver case manager fails to provide BDDS the High Cost BRQ and supporting documentation before the new budget year:
 - a. the individual shall receive the budget allocation based upon the standard OBA.
 - b. BDDS shall send out a NOA based upon the standard OBA with appeal rights.
4. If the case manager provides BDDS the High Cost BRQ and supporting documentation prior to the new budget year, BDDS will use the procedures outlined in the BRQ Procedure (Procedure Number 002), starting at step three (3).

Definitions

1. "Bureau of Developmental Disabilities Services" (BDDS) means bureau of developmental disabilities services as created under I.C. 12-11.1-1.
2. "High Cost Allocation" means a budget allocation above the standard budget allocation determined by an OBA.
3. "Individual" means a person with a developmental disability who has been determined eligible for waiver services by BDDS. If the term is used in the context indicating that the individual is to:
 - (a) receive information; or
 - (b) provide agreement to some activity;the term also includes the individual's legal representative.
4. "Budget Review Questionnaire" (BRQ) means individual's responses to a set of questions developed by BDDS for the PAR unit to assess the additional budget needs caused by a qualifying event of an individual who is receiving BDDS' waiver services through the Community Integration and Habilitation (CIH) Waiver.
5. "Notice of Action" (NOA) means the document that outlines the approved service hours an individual may receive from providers.
6. "Objective Based Allocation" (OBA) means the method used by the state to determine an individual's budget based on the level of supports an individual needs in order to live in a community setting.

7. "PAR unit" means the group of individuals knowledgeable in the field of physical and intellectual disabilities who review all submitted pertinent information about an individual's life.

References

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Authorized
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